# **Donor Relations Coordinator**

**Apply Online** www.kalfound.org/careers

Part-Time Status

**Starting Wage Range:** \$19.23 - \$23.08

**Application Deadline** August 20, 2018 12:00 Noon

The Donor Relations Coordinator supports the Donor Relations team in building and maintaining relationships with donors, professional advisors, and prospects by helping with the execution of fundraising and relationship management strategies. Working closely with the Vice President of Donor Relations, Donor Relations Officers, and Development Officers; the Donor Relations Coordinator will prepare for donor cultivation, stewardship meetings, and assist with record keeping. This role supports the Donor Relations team with events, special projects, and is a member of the Receptionist Team.

### The Work

- Creates donor materials, including Letters Of Direction, correspondence, giving opportunities, and fund descriptions
- Provides support to Donor Relations/Development Officers for follow up after donor meetings
- Helps execute events
- Assists with database projects
- Assists in gift processing by serving as the gift reviewer
- Serves as back up gift processor
- Provides administrative support including scanning and record maintenance
- Serves as a member of the Receptionist team, provides coverage for front desk during lunches, and vacations
- Other duties as assigned

## The Place

- Our employees are highly engaged, passionate about their work, and the work of the Community Foundation
- One of the 101 Best and Brightest West Michigan Companies
- You will have a real opportunity to be involved in making Kalamazoo a place where every person can reach full potential

# What You Need to do the Work

- Bachelor's degree or an equivalent combination of training and relevant work experience
- Research experience
- Excellent verbal and written communication skills
- Advanced computer skills including spreadsheet applications, sensitivity to the confidentiality
  of research material and excellent analytical and organizational skills
- Must be able to work both independently and as part of a team
- Two to four years of progressively more responsible experience
- Experience in working with non-profit organizations

### What We Offer

- A competitive wage and benefits package
- A team-oriented, performance excellence culture
- Open Workspace